

# IN THE ERIC LOOP

Hello from the Montana Public Employee Retirement Administration (MPERA). This newsletter and those that will follow are intended to fill you in on the ongoing updates to ERIC, as well as to share some news about our agency and some tips and tricks to help you report payroll more efficiently.

## School is back in session!

With the new school year back in full swing, MPERA wants to send out a friendly reminder that all employees, including Teachers should be reported in ERIC. This is a requirement per the MCA 19-2-506 (3) (a) which states:

*The board shall prescribe by rule the procedure for submitting employer reports. The reports must include data about the member and nonmember employees who work for the employer.*



## New Features!

### Coming in Mid-October: Looking up a new hire before enrolling

Before enrolling an employee, you will be able to verify if they are already a member. You can search by clicking the "**New Hire Eligibility**" button on left side panel of ERIC screen, enter their ss# and birthdate and click "**search**". *This will tell you if they are already a member.*

### Reporting Retroactive pay

If you need to pay an employee retroactively, as long as it is under \$900.00 you can do it in your regular payroll report by selecting "**retro pay**" as the pay type. If it is \$900.00 or more, you are required to create an adjustment.





**RETIREMENT –IT SHOULDN'T BE SCARY**

**National Retirement Security Month** promotes the importance of saving for retirement. Register for our free webinars in October and learn more about your retirement!

**[Click here to view our event calendar!](#)**



**Don't get hung up on adjustments**



***If you have questions, please don't hesitate to contact our employer support to guide you through this process!***

**QUESTIONS?**

Contact MPERA Support at:

**844-304-5452**

**406-444-3994**

